

Handicap International Job Profile-Area Manager

50-H-3
Approved by Senior Inspector
Mof/REP/HR
17/06/2022



Title: Area Manager
Reporting to: Program Director (Country Director) & Operation Manager
Contract Type: Fixed Term Contract (9 months with possibility of extension depending on funding)
Advert running from: 17th, June 2022 until 6th July 2022
All Applications will be reviewed “on a rolling basis”

ASSIGNMENT

Under the management of the Country Director based in Juba, the Area Manager is responsible for the effective management of Humanity & Inclusion Yei field office, including project portfolio implementation, partnership management, donor management, administrative management, logistics support, security coordination and representation. In this framework, the main duties will be:

CHAIN OF COMMAND

Under the authority of:
Country Director

Responsible for:
The full expatriate and national team within the area of intervention

WORKING RELATIONS

Internal:

- Country and Area Finance Department
- Country and Area Administration
- Country and Area Logistics department
- Country and Area Security Focal Points
- Project Managers

External:

- Donors
- National Authorities
- National and International Partners (including working groups and coordination bodies)
- National and provincial Media

INFORMATION ON THE CONTEXT

Protracted conflict in South Sudan has contributed to an extended humanitarian crisis, which has been exacerbated by unusually high levels of flooding and the COVID-19 pandemic. Although conflict has reduced between parties to the Revitalized-Agreement on the Resolution of Conflict in the Republic of South Sudan (R-ARCSS), violence has continued in many pockets of the country, threatening to reverse gains made at the national level since the peace deal was signed in September 2018.

The South Sudan HRP was launched in March 2022, it indicates 8.9 million people, including refugees, will need humanitarian and protection assistance this year. Among them, an estimated 8.3 million people are expected to experience severe food insecurity by the peak of the lean season from May to July. SOI-2 focus on immediate and emergency needs, specifically in high-priority locations, for HI this includes Bentiu and Aweil South (priority-2) including Pibor (priority-1).

To date, there have been 17,301 confirmed cases of COVID-19 with 138 deaths, reported to WHO in South Sudan. Vaccination rates remain low. As of Feb 28th, only 2.6% of the population has been fully vaccinated. The Government lifted the mandatory quarantine to all fully vaccinated persons.

The humanitarian access environment remained challenging, with continuous outbreaks of sub-national violence in Unity, Jonglei, and Warrap states. Military operations in parts of Central Equatoria against organized armed groups continued to displace people, making it difficult to reach them. Bureaucratic



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impediments and operational interference remained a challenge for humanitarians. During the reporting period, cattle migrations into Central and Eastern Equatoria continued to cause tensions between cattle keepers and hosts, leading to growing insecurity, population displacement, and exacerbated humanitarian needs

A) BACKGROUND TO HUMANITY & INCLUSION AND COUNTRY MISSION

Humanity and Inclusion -HI (the new name and re-branding of Handicap International since January 2018) was founded in France in 1982. In 2009, the HI Federation was established in Brussels. The membership of the Federation has since expanded to 8 countries, namely; France, Belgium, UK, USA, Germany, Switzerland, Luxembourg and Canada. HI vision asserts: “Outraged by the injustice faced by people with disabilities and vulnerable populations, we, aspire to a world of solidarity and inclusion, enriched by our differences, where everyone can live in dignity”. HI is an independent and impartial aid and development organization working in situations of poverty and exclusion, conflict and disaster. We work alongside disabled and vulnerable people to help meet their essential needs, improve their living conditions and promote respect for their dignity and fundamental rights. Currently, HI is present in at least 55 countries, with its humanitarian programs reaching at least 2 million people. In 1997, HI along with other partners was awarded the Nobel Peace Prize for its international campaigns to ban landmines sale and use. For further information about HI please visit: <https://hi.org/> and <http://www.hi-us.org/> and <https://humanity-inclusion.org.uk/en>

B) INFORMATION ON THE CONTEXT OF THE MISSION

HI has been operating in South Sudan since 2006, implementing emergency and development actions aimed at improving protection, quality of life, and the promotion of rights of vulnerable individuals, including people with disabilities. HI's current portfolio adopts an integrated and multi-sectoral approach which includes interventions centred on MHPSS, Protection, Functional Rehabilitation and livelihoods with disability inclusion a cross-cutting theme across all programmes. In 2021, HI established a base in the greater Unity, which remains among the most conflict and disability affected states of the country. The operational context in South Sudan today is considered largely humanitarian/emergency while phasing in resilience programming. The ongoing peace initiatives if they succeed might result in huge population movements of returnees (both IDPs and refugees) across the country.

HI current programs are funded by FCDO, MOFA Luxembourg, South Sudan humanitarian Fund(SSHF) and Centre de Crisis. As part of its strategy, HI South Sudan is prepositioning to deepen programming in Protection, to expand program interventions in Health (MHPSS, reproduction health and physical rehabilitation) as well as inclusion in humanitarian action, livelihood and to undertake innovative programming in Education in emergency. HI works in close collaboration with the South Sudan Humanitarian Clusters (Health, Protection, Food Security & Livelihoods and Education), UN agencies and Government departments (Health, Agriculture, Education, Gender and Youth, and Relief & Rehabilitation Commission). HI is also an active member of the South Sudan NGO Forum, Health. The mission currently employs 09 international and 70 national staff, working from the coordination office in Juba, field office in Yei, Pibor, Bentiu, Aweil South and a mobile response team covering multiple locations across the country.

MAIN RESPONSIBILITIES

1.Coordination

The Area Manager ensures a strong line of communications between HI's Area office and HI capital office in Juba, seeking Juba program direction and input on important programmatic and operational issues in a timely manner. S/he will;

- 1.1 Be the focal point for Yei field office project, administrative and logistic concerns.
- 1.2 Organise and attend field level weekly departmental, monthly coordination and HR meetings.



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- 1.3 Context analysis: Ensure HI has an up-to-date understanding of the Yei State socio-economic situation, trends, needs and gaps, and who does what and where (3W)
- 1.4 Contributes towards the drafting, revision and implementation of operational strategy (stratop) within Yei scope by identifying new opportunities/sectors of intervention, consolidation and stabilization of HI programming, Support the CD to conduct local donor scoping exercises and develop programme-led fundraising strategies
- 1.5 Collaborate with coordination team in the preparation of project proposals with quantification of needs to be incorporated in the proposals.
- 1.6 Provide leadership in identifying and facilitating opportunities for relationship building with key local donors, government offices, UN agencies and other NGOs.
- 1.7 Responsible for the control and analysis of expenditures related to project, administrative and logistic means.
- 1.8 Ensure HI's mission, values, and the Programme objectives are communicated amongst project staff and facilitate input from project staff in the strategic planning process

2. Team management

- 2.1 Responsible for the Human Resources management of Yei field office team including supporting recruitment, job description definition, individual support, appraisals, supervision, execution of team work plans and schedule, briefings on HI mission, values, policies and objectives and their individual responsibilities in upholding these standards and policies), etc.).
- 2.1 Responsible for the identification of training need and training opportunities of Yei field office staff, which include coaching and in-house training
- 2.2 Propose relevant adaptation of the organizational chart and job descriptions for the Yei field office.
- 2.3 Ensure that your team has a correct knowledge and compliance with the internal rules and regulations, especially with the ethics dispositions regarding respect of the beneficiaries. conflicts resolution including disciplinary measures if necessary according to the internal regulation and in collaboration with Programme Director and Administrative Coordinator.
- 2.4 Organize regular weekly and monthly staff meeting.
- 2.5 Ensure conflicts resolution within your team and inform your line manager.

3. Programme Development and Implementation

The area manager will provide routine support and guidance to project teams on project cycle management, proposal development and constantly monitors the context to ensure programming is relevant and responsive to priority needs. The Area Manager is responsible in ensuring that all targets are met by staff across all key management areas of operation, programme, administrative, human resource and finance, including correct follow-up of project, administrative, logistics and procurement aspects of the project. S/he will;

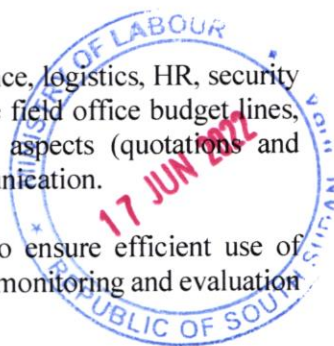
- 3.1 Provide leadership in Yei level Programme need assessments, Contextual analysis, gaps Analysis and development of new projects in collaboration with Project Managers and coordinators.
- 3.2 Coordinate and control the implementation of planned projects and programmes – in line with the programme/projects implementation guidelines.
- 3.3 Analyse and timely resolve issues such as appropriate planning, procurement, procedural mismanagement, that have the potential to jeopardize performance and/or ability to meet agreed upon programme deliverables
- 3.4 Manage the support services activities at field level, in collaboration with the support department managers.



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- 3.5 Responsible for the specification and forecast of needed means (finance, logistics, HR, security and admin) of the Yei field office, planning and management of the field office budget lines, follow up of efficient cash flow management and the logistics aspects (quotations and purchasing process, follow up of means of transportation and communication.
- 3.6 Ensure proper project asset, stock and procurement management
- 3.7 Conduct frequent field visits to project sites to assess activities to ensure efficient use of resources and advise Project Managers to adapt projects according to monitoring and evaluation findings



4. Programme Compliance and Safety

The Area Manager provides strong oversight of security management of the HI team and ensures all safety and security measures, including contingency plans and standard operating procedures, are in place and well understood and observed by all staff. S/he will specially be;

- 4.1 Responsible for security management for the project team in all Yei project areas, including writing and updating the location-specific Security Plan with support from PD and Logistics Coordinator, conducting staff briefings on, security context, individual and collective responsibilities for safety management and security and ensuring incidents are reported,
- 4.2 Analyse the security context at Yei State level and contribute to defining, analysing and evaluating risks
- 4.3 Engage with relevant key stakeholders at area level to ensure access and support of interventions
- 4.4 Participation in Yei Security meetings and Engage with relevant key security stakeholders, and transfer the information to whom it may concern (PM, Country Director, FSO other bases ...),

5. Networking, positioning and general representation

The Area Manager is responsible for representing HI externally at the area level, including with local authorities, donors, clusters, technical working groups, with other agencies as well as with beneficiaries. S/he will;

- 4.5 Participate in donor meetings Yei state level and communicate relevant information to the Country Director and other relevant staff;
- 4.6 Establish, maintain and improve active and regular working relationships with other NGOs, UN agencies, clusters, working groups, consortia, etc. at area level ensuring maximum visibility of HI
- 4.7 Establish, maintain, and improve active and regular working relationships with local authorities and where necessary non-state actors and obtain required authorizations and buy-in for HI's activities at area level

6. Reporting and Documentation

- 6.1 Provide monthly report to the Programme Director and Program Manager to ensure indicators achieved in line with the Monitoring and Evaluation tool developed.
- 6.2 Regularly reporting on the activities of HI programs in Yei (activity reports, meeting minutes, attendance sheets, indicator reporting, review weekly and monthly objectives, etc.) in compliance with M&E tools as per requested by management
- 6.3 Establish a monitoring and evaluation system, regarding project activities, in coordination with the Monitoring and Evaluation Officer.
- 6.4 Respond to request for information from Programme Director, Project Manager, HI departments (logistics, finance etc.), and coordinate the development of further project proposals based on emerging and identified needs.

PROFILE SOUGHT



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	Essential	Desired
<u>Qualification(s):</u>	<ul style="list-style-type: none"> - University Degree in a relevant field such as International Relations, Development studies, sociology, Logistics and/or Administration 	
<u>Experience (type and length of experience required)</u>	<ul style="list-style-type: none"> - At least 4 years of previous work experience in a high management position - Extensive project management experience (management, planning, staff development and training skills) in emergency and/or development programmes - Familiarity and knowledge of finance, logistics and administration. 	<ul style="list-style-type: none"> - Previous coordination experience (Field, Project, Admin, Log) - Experience in promoting community participation in programme design, implementation and evaluation
<u>Competencies (knowledge, capacities required for the post, see guidelines on post-related capacities) :</u>	<ul style="list-style-type: none"> - Fluent in English - Team Management - Excellent team building skills - Excellent organizational and management skills capacity to achieve tangible results on time - Strong negotiation and interpersonal skills, and flexibility in cultural and organizational terms 	<ul style="list-style-type: none"> • Base management skills preferred • Training capacity & real interest in building staff capacity. • Knowledge of local language and/or Yei State experience an asset
<u>Personal qualities:</u>	<ul style="list-style-type: none"> - Excellent communication skills - Ability to work independently and as a member of a team - Flexibility 	

HOW TO APPLY

Qualified Applicant is required to submit his/her motivation letter and CV of not more than 5 pages clearly explaining your fit for this position.

You can submit your CV and Cover Letter to:

Human Resources and Administration Department, Humanity and Inclusion, Juba Office:
Plot No 298, 3K South Hai Juba Na Bari, Tongpiny opposite Indian Embassy and Yei Plot No 21A Block 01, Hai Gabat Maridi Road off GEMtel premises.
not later than **July 6th 2022** or my email to recruitment@southsudan.hi.org

NOTE: Due to urgent need for the position, Applications will be reviewed "on a rolling basis". Only shortlisted candidates will be contacted.

This is a National recruitment
Humanity and Inclusion is an equal employer and encourages applications from qualified
Female candidates and persons with disabilities.

